



City of Fayetteville

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MAYOR
Edward Johnson

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Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 11, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 3rd through October 9th

CITY ADMINISTRATION

- Held a meeting with Assistant City Manager Alan Jones and Human Resources Manager Barbara Dudley on Monday, October 3rd to discuss personnel matters.
- Held a meeting with Ennis Parker, professor of Program Management at Georgia Tech, on Monday, October 3rd to discuss being a project advisor for the implementation of our downtown master plan. Also in attendance were Mayor Ed Johnson, Assistant City Manager Alan Jones, and Economic Development Director Brian Wismer.
- Held a meeting with Mayor Ed Johnson, Assistant City Manager Alan Jones, and Police Chief Janet Moon from Peachtree City on Tuesday, October 4th to discuss the process for the Police Chief search.
- Held a management meeting on Wednesday, October 5th.
- Held a meeting with Southern Conservation Trust Executive Director Katie Pace on Wednesday, October 4th to discuss future plans for The Ridge Nature Area.
- Held a meeting with Public Services Director Chris Hindman and Public Works Manager Jermaine Taylor on Thursday, October 5th to discuss personnel and operational issues within the department.
- Held a meeting with Assistant Finance & Administrative Services Director Carleetha Talmadge, Public Services Director Chris Hindman, and IT Director Kelvin Joiner to discuss issues regarding the implementation of the new financial software.
- Attended a meeting with the City's EMS Medical Doctor Edens on Thursday, October 5th to discuss issues regarding the EMS service provided by Fayette County.
- Attended a tour of the Pinewood Studios provided by Pinewood's Brian Cooper and Halbert Developments Rick Halbert on Thursday, October 6th.
- Attended the Regularly Scheduled City Council Meeting on the evening of Thursday, October 6th.
- Attended the City's Main Street Golf Tournament on Friday, October 7th at Whitewater Golf & Country Club.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued to prepare for the year-end close out.
- Continued to work on the Budget Book Award.
- Working to ensure sure reads are exporting and importing correctly in the Utility Management module of the new financial software.
- HR/Payroll modules will now be going live on November 28th.

Accounts Payable

- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received nine (9) new business applications.
- Issued nine (9) new business licenses.
- Collected \$830.44 for 2015 delinquent and new licenses.
- Collected \$174.97 from the Alcohol Beverage Sales.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$151,247.76 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Billed out \$146,604.20 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.
- Pilot Program: Delinquent Accounts Callout
 - Due to the learning process of the new financial system, there were no call-outs.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Waste Water Treatment Plant Operator: 8/19/2016 through 10/20/2016
 - Maintenance Worker I: 9/29/2016 through 10/31/2016
 - Code Enforcement Officer: 9/9/2016 through 10/14/2016
 - Public Relations Specialist (PIO): 9/9/2016 through 10/14/2016
 - Planner: 9/9/2016 through 10/14/2016
 - Police Officer: Opened 9/19/2016 until filled
- Resumes Submitted: 19
 - Fire Fighter: 3
 - Police: 6
 - Waste Water Treatment Plant Operator: 1
 - Code Enforcement Officer: 0
 - Public Relations Specialist (PIO): 4
 - Planner: 3

- Maintenance Worker I: 2
- New World Payroll/HR Conversion in progress

INFORMATION TECHNOLOGY

GIS Projects

- Validated EMS points at The Ridge Nature Area property and updated the database.

Technology Projects

- Installed new printer at the Water department.
- Worked on the Water Controller's computer issues.
- Worked with New World to correct:
 - AP Printer
 - Water Billing
- Updated Kaspersky security software, sending updates to desktops.
- Cleaned up the network Administration Directory.
- Worked on New World Conversions as follows:
 - Employee Earnings History
 - Payroll changes
- Handled day-to-day service calls.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 9 ICOP drives.
- Downloaded video for 4 body cameras.
- Archived body camera video to cloud storage.
- Reloaded 4 laptops.
- Setup 3 New Desktop with BCAM Dock.
- Worked with LPR Tech upgrading software (10 hours).

Open Records Request

- DVD Request of traffic stops and investigations: **4**

Web Site Visits for the Week

- Total pages viewed: **12,343**
- **Total unique pages viewed: 9,135** (Excludes Repeated Pages viewed)
- Average time spent on each page: **52 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,028	16.43%
2.	Jobs	879	7.12%
3.	Events	868	7.03%
4.	On-Line Payments	592	4.80%
5.	Jobs Applications	505	4.09%
6.	Events Calendar	409	3.31%
7.	I Want To	377	3.05%

8.	Government	360	2.92%
9.	Residents	314	2.54%
10.	On-Line Services	311	2.52%

Facebook Insights

- Total Page Likes (Fans) 5,989
- Total Reached 6,334
- People Engaged 1,163
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with County staff to discuss additional curb cuts at Veterans Parkway and South Sandy Creek Road. The City/County IGA limits curb cuts within this corridor, but this would be considered an expansion of an existing curb cut, and should therefore be consistent with City/County transportation goals in this area.
- Met with Mr. Ennis Parker, professor of Program Management at Georgia Tech, to discuss his services as an advisor to guide the City in implementing the downtown master plan.

Main Street

- Meeting with City of Newnan staff to discuss various aspects of the Southern Ground Amphitheater management. They are considering whether or not to build an amphitheater in their city and were doing general fact finding. We discussed the potential to create competition with Fayette County's two venues, and how to minimize that. One way is to construct a smaller venue that would bring in different acts than what Fayette's do.
- Event preparation for the upcoming Zac Brown Band concert.
- Held the Main Street Golf tournament on Friday, October 7. Approximately \$6,800 profit was generated of which \$680 will be donated to Piedmont Fayette Cancer Wellness Center.

DDA

- Conducted interviews for Museum Manager position. A total of four candidates will be interviewed over the next week. This is a part-time, contract labor position.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Staff review comments compiled and sent to Bojangle's, Lidl Grocery Store, and Southern Behavioral Healthcare applicants.
- Worked on revisions to the Pinewood Development agreement (PCD zoning).
- Continued research on crematory regulations.
- Held the first meeting of the Comprehensive Plan Steering Committee on the evening of Monday, October 3rd.

Building

- Number of Building Inspections Performed: **120**
- Number of Permits Issued: **16**
 - **4: Building**
 - Commercial Repair/Remodel: **2**
 - Commercial New: **1**
 - Residential Repair/Remodel: **1**
 - Residential New: **0**
 - **0: Demolition**
 - **1: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **1: Electrical**
 - **9: Plumbing**
 - **1: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **1**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **38**
 - Proactive: **27**
 - Complaint: **11**
- Verbal Warnings: **7**
- Written Warnings: **0**
- Notice of Violations: **1**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
 - North Jeff Davis
 - Highway 85 North
 - Gingercake
 - Weatherly Walk area

- Church Street park
 - Fountain area at the Villages
 - Brandywine Boulevard
 - South Jeff Davis
 - City Cemetery
 - Hood Avenue
- Picked up trash along Highway 85 North and White Road.

Stormwater Department

- Cleaned Highway 92 Retention area.

Sewage Department

- Average daily flow treated is 1.841 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.
- Verified two properties were on sewer.
- Continued to help Lowes in troubleshooting their lift station issues at their private station.

Water Department

- Average daily flow of 1.488 of system demand.
- Repaired 7 water leaks.
- Replaced a leaking yard hydrant at one of our lift station sites.

Utility Locates

- Located the water and sewer for 53 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Burglary:** Patrol units responded to the area of 630 North Glynn Street in reference to the front door glass being shattered. Cigarettes and Lottery tickets were taken. CSI and CID notified.
- **Person Shot:** Patrol units responded to the area of Goodwill where one person was shot. All parties involved had left the scene. The victim and witnesses were located in Riverdale. CSI and CID responded. Victim was treated at Atlanta Medical Center and the shooting suspect was identified.
- **Fatality Accident:** Patrol units responded to the area of Hood Avenue where two pedestrians were struck by a vehicle. The driver of the vehicle left the scene but was later stopped. The juvenile that was struck later died at the hospital. The driver was arrested.
- **Fight:** Patrol units responded to Chuck E Cheese in reference to a fight between adults inside the restaurant. A female subject struck a male subject in front of the Officers and as a result, she was arrested. As the Officers were arresting her, a male subject attempted to pull officers off of the female and he was arrested for interference with police.
- Numerous arrest for traffic offenses (7), DUI (3)
- Several Arrest for shoplifting (3)

- 3 Wanted persons located
- Several arrest for offenses not listed above (9)

Training Division/ Warrants

- Registered 3 Officers for upcoming training.
- Warrants pickups were completed in Fayette and Clayton County.
- All warrants were checked and verified during the week.

Community Events

- Meals on Wheels.
- Numerous officers attended the Main street golf tournament.
- Attended the Autrey Armory Support Law Enforcement event.

Criminal Investigations

- Investigations assigned **12** cases this week.
- Investigations cleared **6** cases this week.
- **4** Call outs for investigators this week.
- **2** Call outs for CID Supervisor's this week
- **4** Call outs for crime scene investigators this week.
- The front office answered 171 phone calls, handled 46 walk-ins, referred 16 accident reports and 8 incident reports, processed 20 alcohol IDs and 4 impound releases, ran 5 backgrounds, 18 tags and 19 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 56 emergency calls for service during the week.
- Volunteer: The October 3rd volunteer meeting was held at Station 91.
- Projects:
 - Eight letters of intent to participate in the upcoming promotional process for Fire Lieutenant were received.
 - Maintained updates on the track of Hurricane Matthew and sent regular updates to City Departments.
 - Attended management meeting for the week.
 - Began annual hose testing on all fire apparatus.
 - Continued annual hydrant maintenance.
 - E-91 crew delivered a fire safety education class to Lafayette Kids World.
 - The orientation meeting for the Lieutenant promotional process was held on October 6th.
 - Held a meeting with Dr. Edens, the City's Medical Director, regarding EMS issues.
 - Assisted the Georgia Mutual Aid Group with moving supplies for deployment to South Georgia for Hurricane Matthew.
 - Developed a flyer for distribution for the October 29th fire department open house.